

Minutes  
Farmington High School Renovation Committee  
Wednesday, August 24, 2016

**Present:**

William Wadsworth  
Justin Bernier  
Hilary Donald  
Mecheal Hamilton  
Jean Baron  
Dan Kleinman

Kathy Eagen, Town Manager  
Russ Arnold, Dir. of Public Works  
Bill Silva, High School Principal  
Tim Harris, Dir. Of School Facilities  
Vincent La Fontan, School Business Manager  
Kathryn Howroyd, Clerk of the Committee

**Absent:**

Johnny Carrier  
Kathy Greider, Superintendent  
Meredith Trimble, Town Council Liaison

**A. Call to Order.**

The chair called the meeting to order at 4:31 p.m.

**B. Public Comment.**

None.

**C. Minutes.**

**1) To approve the attached July 27, 2016 minutes.**

Upon a motion made and seconded (Kleinman/Donald) it was VOTED:  
to approve the July 27, 2016 minutes.

Adopted.

5 voted in favor, 0 opposed and 1 abstained.

**D. To discuss and approve the RFP Rating Form for the Owner's Representative RFP.**

Upon a motion made and seconded (Kleinman/Bernier) it was unanimously  
VOTED: to approve the RFP Rating form for the Owner's Representative RFP.

**E. To review the attached draft RFP for Construction Manager and finalize timeline for distribution.**

Upon a motion made and seconded (Kleinman/Baron) it was unanimously VOTED: to approve the draft RFP for Construction Manager and issue the RFP on August 27, 2016.

**F. To discuss the timeline and process for the Owner's Representative and Construction Manager RFPs.**

The committee members reviewed the timeline and process for the Owner's Representative and Construction Manager RFPs. Tim Harris questioned the tentative timeline for Construction Managers the week of September 26<sup>th</sup> indicating that it does not give the finalists much time to prepare for an interview. The timeline for Construction Managers will be evaluated and a new calendar will be distributed to the committee.

**G. Other Business.**

**1) Site visit- September 14, 2016 at 11:30 AM**

Kathryn Howroyd reported that four committee members will be attending the tour of Bay Path Regional Vocational Technical High School in Charlton, MA. Town Manager Kathy Eagen informed the committee that we have the ability to schedule additional tours for members who are not able to attend this one.

**2) Owner's Representative Interview Date- September 19, 2016 at 4:30 PM in FHS Library**

Kathryn Howroyd reported that seven firms have expressed interested in the Owner's Representative RFP. The committee had general discussion regarding the interview process and it was determined that three finalists will be chosen for a 45 minute interview on September 19, 2016, beginning at 4:30 pm in the FHS Library.

**3) Visioning Dates- September 9<sup>th</sup>, 16<sup>th</sup> and 17<sup>th</sup>**  
**1. Marketing**

Vince La Fontan summarized the agendas for the visioning sessions that will be held on September 9<sup>th</sup>, 16<sup>th</sup> and 17<sup>th</sup>. Day 1 and day 2 are primarily for school administration, staff and students to review the needs of the school and the future of learning at Farmington High School. The first day agenda calls for a discussion of 21<sup>st</sup> century schools and learning, curriculum integration and student learning modalities where the second day transitions into a discussion of the facility and what is required to support the educational needs of Farmington students. The third visioning day will be open to the public and is an opportunity for community members to provide input, feedback and share their ideas. Town staff is working on a marketing campaign will include a letter sent to all residents. Jean

Baron noted that this is the beginning of the process and there will be additional opportunities for community involvement.

After the three days of visioning, the architects will begin working on designs for three concepts to present to the FHS Renovation Committee. The committee will be presented two designs for renovations/additions and one for a new school on the current site (per State requirements for school project reimbursement). The committee will evaluate the options and engage the community once again. According to a preliminary timeline provided by Kaestle Boos, the design concepts should be complete in December 2016/January 2017.

**H. Executive Session: Review and Discussion of RFP Responses for Architectural Services in accordance with Conn. Gen. Stat. §§ 1-200(6) and 1-210(b) (24).**

Chairman Wadsworth informed the committee that a contract with Kaestle Boos has not been completed but it is anticipated the final contract will be received before the next meeting. The committee will review the contract in executive session at that time.

**I. Adjournment.**

Upon a motion made and seconded (Kleinman/Baron) the meeting adjourned at 5:14 p.m.

Respectfully Submitted,



Kathryn Howroyd  
Clerk of the Committee